

Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All non-U.S. Citizen Students
Resident in France

Date: January 26, 2015

Internship: Economic Section, Embassy Paris

**Deadline
to apply:** Until filled

Internship Description

The Economic Section seeks a qualified intern to work on a broad range of economic and organizational issues, including internal French economics and financial affairs.

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy’s Occupational Doctor.

Hours: 35 hours a week, 7 hours daily Monday through Friday.

Internship period: To be defined

Duration of this internship: 2 months maximum (8 weeks)

(Please specify your preferred time frame in your Statement of Interest)

Description of Duties and Responsibilities:

- Help organize the numerous official visits the section handles
- Arrange appointments by email and follow up by telephone with French interlocutors (Ministries, companies, institutions)
- Search and translate bios
- Help prepare schedules for visiting US Government officials
- Prepare Embassy access requests and escort accordingly
- Accompany officers to appointments with French government or business officials, take notes and prepare reports.
- Help update contact databases

Required Skills/Qualifications: (These may be tested)

1. **Education:** At least completion of two years College in LEA or Economic Science.

2. **Language Proficiency:**

- English (Writing-Reading-Speaking): Good Level.
- French (Writing-Reading-Speaking) native speaker.

3. **Other Skills:**

- Must have a good sense of organization and be able to prioritize tasks.
- Must be fully proficient with Microsoft Word, Excel and Internet.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Must feel comfortable answering and making phone calls in both French and English.
- Must be autonomous.

Application Filing Procedures:

Please choose **only one internship** that suits you the best.

To be considered, intern applicants are asked to submit the four following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your ID card.

Submit application at least two months prior to your internship period to:

ParisRecruitment@state.gov

(Please add “Internship Economic Section” to the subject line of your e-mail)

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.